



OMB CIRCULAR A-76 PRELIMINARY PLANNING

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Planning For A-76



**SETS ROADMAP FOR SUCCESSFUL A-76
COMPETITION BEFORE ANNOUNCEMENT**

**PLANNING ALLOWS TOTAL FOCUS ON
PWS/MEO DEVELOPMENT AFTER PUBLIC
ANNOUNCEMENT**



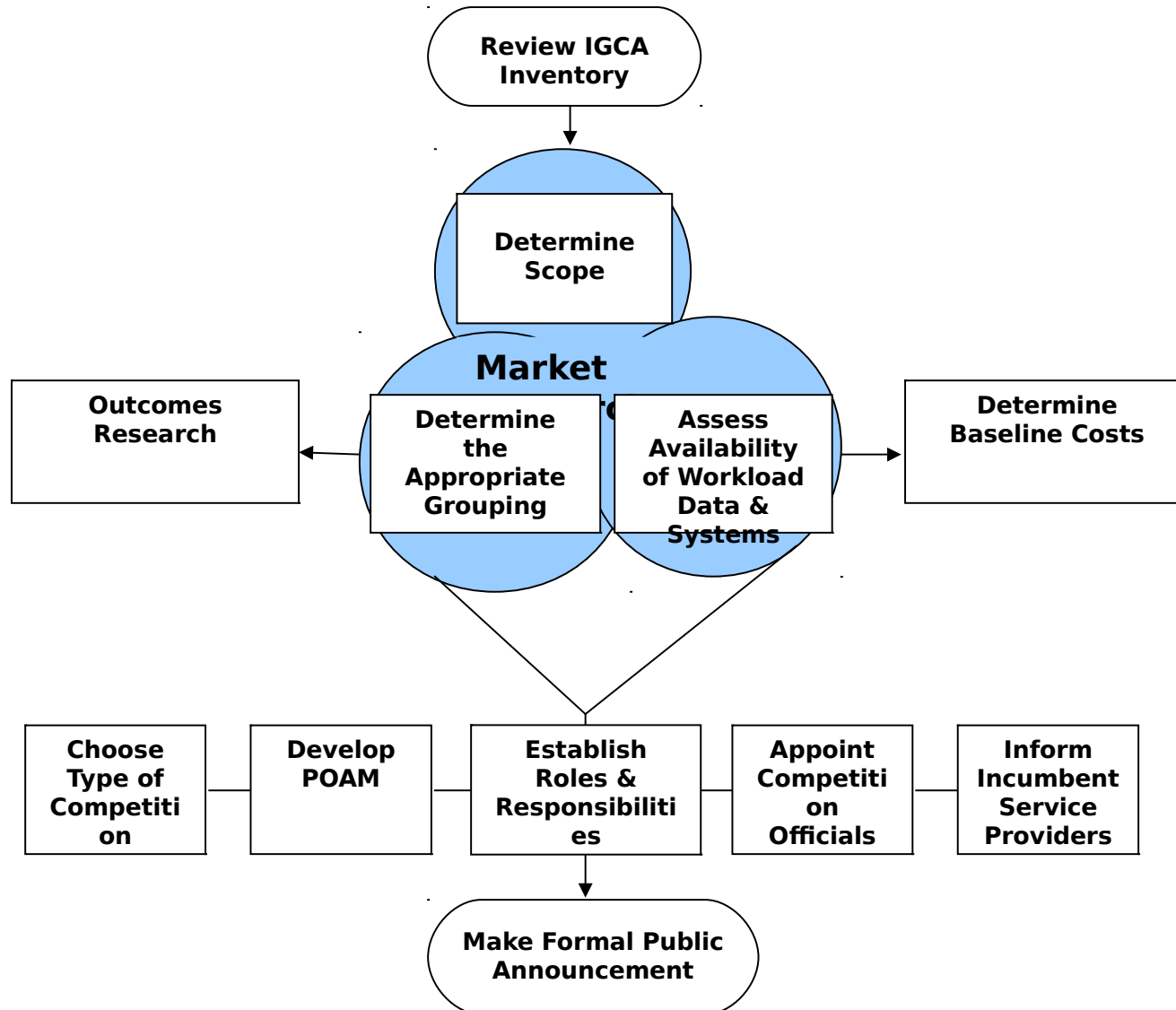
Preliminary Planning



- **Determine Scope**
- **Determine the Appropriate Grouping**
- **Assess Availability of Workload Data and Systems**
- **Determine Baseline Costs**
- **Choose Type of Competition**
- **Develop Plan of Action and Milestones (POAM)**
- **Establish Roles and Responsibilities**
- **Appoint Competition Officials**
- **Inform Incumbent Service Providers**



Preliminary Planning





Determine Scope



- **Define “Business Unit” Mission**
- **Review the previous years’ FAIR Act inventory**
 - **Perform data collection**
 - **Review inventory**
 - **Conduct data analysis**
- **Analyze current policy and decisions for applicability to future A-76 actions**
- **Review contracted workload for inclusion in the scope**



Determine Scope (cont.)



- **Analyze the results of the inventory review to decide which services and workload are ultimately going to be competed**
 - **In Scope**
 - **Out Of Scope**
 - **Further Research Required**
- **Determine potential impacts on workload and requirements (customer-driven)**



Determine Grouping



- **Market Research**
 - **Visits**
 - **Internet Research**
 - **Appropriate Publications, Previous Research, Support Agencies, Customers**
- **Conduct market research to:**
 - **Determine the most effective grouping of the work (inclusion or exclusion of contracts, NAFL, ISSAs, etc.)**
 - **Determine if requirements are commercially available with reasonable expectation of open competition**
 - **Determine standard practices for quality control**
 - **Determine the best method to portray the historical workload and detailed facility/equipment inventory**



Labor Market Research



Conduct Labor Market Research

- **Determine the availability of civilian skills in the labor market**
- **Determine the viability of placing potentially impacted government civilians in other government positions within the designated commuting area**



Determine Grouping (cont.)



The Business Strategy details the results of market research and any significant business considerations identified. The Business Strategy will address:

- **Consolidation/Grouping Strategy**
 - **Inclusion or exclusion of current contracted, NAFI, or ISSA requirements**
 - **Rationale for functional grouping/Small Business Impact**
- **Performance Standards/Outcomes**
 - **Timeliness Requirements**
 - **Quality Requirements**
 - **Quantity Requirements**
- **Continuing Government Activity Requirements**



Assess Availability of Workload Data and Systems



Assess Workload Data and Systems

- **Determine if data and systems are adequate for monitoring performance**
- **Determine if data and systems are adequate for validating payments**
- **Identify where data collection systems need to be implemented**



Determine Baseline Costs



Gather Baseline costs

- **Capture personnel costs, supplies, equipment and materials, and other attributable costs (services, contracts, ISSAs)**
 - **Gather information from financial sources for entire activity under review**
 - **Identify methods of allocating costs (workload-driven, personnel-driven)**
 - **Identify funded projects for future years (equipment, facilities)**
- **Adjust baseline costs based on DoD guidance (ongoing initiative at this time)**



Choose Type of Competition



Select type of Competition

- Streamlined (65 or less FTEs)
- Standard (more than 65 FTEs)



Tentative Milestones



Develop plan of actions and milestones (POAM)

- POAM should list the major milestones for the competition
- Identify need for competition timeline waivers



Competition Length	548 days
Public Announcement	1 day
Draft Open	30 days
Solicitation Open	120 days
Solicitation Close	1 day
Performance Decision	1 day
Transition	180 days





Establish Roles and Responsibilities and Appoint Competition Officials



The CCSO Appoints Other Competition Officials

OFFICIALS	ROLE/RESPONSIBILITY
AGENCY TENDER OFFICIAL (ATO)	Develop/Certify/Represent the Agency Tender
HUMAN RESOURCE ADVISOR (HRA)	Responsible for employee and labor relations
CONTRACTING OFFICER (KO)	Ensure PWS is procurable/enforceable
SOURCE SELECTION AUTHORITY	Comply with FAR and Circular
PWS TEAM	Conduct Preliminary



Inform Incumbent Service Providers



- **Inform Incumbent Employees**
 - **Develop Commander Briefing**
 - **Develop Communication Plan**
- **Inform Service Contractors**
 - **Develop letter to send to affected current contract support/ISSA providers**



Challenges to Preliminary Planning



- **Preliminary Planning for Ongoing Competitions**
 - Changes in Scope
 - Changes in Grouping based on further research
- **DoD Issues**
 - Preliminary Planning Guidance/Approval before Public Announcement
 - Baseline Cost Approach or Delays with Implementation of Baseline Cost Module in COMPARE
 - Congressional Notification Requirements, i.e., before Public Announcement
 - Timeline Waiver Procedures
- **Changing Customer Requirements Impact Scoping and/or Grouping Decisions**
 - Data Collection
 - Baseline Costs



Summary



**A PLANNING APPROACH IS
INSTRUMENTAL IN PREPARING TO
CONDUCT SUCCESSFUL A-76
COMPETITIONS**



Preliminary Planning



ANY QUESTIONS?